



Colorado

Department of Personnel & Administration

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CAPITOL COMPLEX KEY REQUEST PROCEDURE

1. All office/closet door, cabinet and desk **key requests must be made through the ASACK system:**
<https://asack.state.co.us/> This web-based system is run by the State Patrol.

NOTE: Keys MUST be requested by the individual who will actually receive it. AIs (Authorized Individuals) may not request a key for anyone else. Only the AI (authorized individual) may approve a key.

Capitol Complex is limited in the types of key blanks that can be provided for furniture; Capitol Complex may not be able to make extra keys for cabinets, desks, etc. In those instances, the requesting agency will be required to call an independent locksmith.

2. **Upon approval of the key request through ASACK**, the AI should contact the HELP desk at 303-866-4357 to have a Work Order submitted to the Access/Key shop to create the key. *Keys will NOT be cut without a request being processed through the ASACK Web site.*
3. **The AI** or their alternate **will obtain the key from Capitol Complex**, and then assign the key to the requester. If the AI isn't available to receive the key, the key will be held in the key shop until the AI can receive it.
4. Only the original requestor (the person receiving the key(s) permanently) may sign the Key Agreement. No exceptions.
5. The AI must **provide a copy of the signed Key Agreement to Capitol Complex**. This Agreement will be kept in the official file in the Access/Key shop. The best way to submit the agreement is to scan and send it to the following e-mails: Michael.garretson@state.co.us and eddie.barttels@state.co.us

SECURITY AND LOST KEYS

6. Keys should not be left in a desk or other "hiding place" for others to use. They should be locked in a key box or other secure receptacle with limited access.
7. There is a **\$25.00 charge for lost keys**. There are no exceptions. This \$25.00 fee must be received prior to the issuance of a replacement key.
8. If a master key or a sub-master key is lost, the Agency will be required to pay for the re-keying of all doors and all replacement keys.